

# PICKFORD ESCROW

## COMPANY

### CITY PROPERTY REPORT REQUIREMENTS:

There are many cities that require a residential application regarding city ordinances to be submitted prior to closing your escrow transaction. Below is a table of counties and cities in California that require an application and/or report to be filled out prior to closing along with live links to the city websites. The fee amount can vary depending on the city and may change periodically. Please refer to the Schedule of Fees and Charges on the official website of each respective city.

COUNTY	CITY	NAME OF REPORT	CONTACT PHONE	NOTES / COMMENTS
LOS ANGELES	Azusa	<a href="#">Consent to Inspect Private Property &amp; Real Property Records Report</a>	626-812-5235	Azusa updated its ordinance in 2023-03, effective October 19, 2023). Many properties are now exempt from the RPRR and inspection requirement. RPRR IS REQUIRED if the property is: Single-family residence built before 2000, Commercial property, Vacant or unimproved land, and Multi-family property (unless exempt)
LOS ANGELES	Beverly Hills	<a href="#">Smoke Detector &amp; Water Conservation Plumbing Fixtures Affidavit</a>	310-285-1141	Buyer & Seller sign form. Only deals with smoke detectors and water conservation.
LOS ANGELES	Burbank	<a href="#">Retrofit Upon Property Resale Certificate of Compliance</a>	818-238-3700	Water conservation retrofit required at resale. No inspection. Buyer and Seller must sign and file the Certificate of Compliance as a condition of escrow.
LOS ANGELES	Compton	<a href="#">Pre-Sale Inspection</a>	310-605-5509	Pre-sale inspection required for residential properties only. Buyer acknowledgment of the Residential Building Report is required prior to close of escrow. Call for application form.
LOS ANGELES	Culver City	<a href="#">Report For Residential Building Records</a>	310-253-5800	City records report required. No inspection. Residential and commercial properties only (vacant land excluded). Buyer acknowledgment required. Allow approximately 10 business days for processing.
LOS ANGELES	El Monte	<a href="#">Real Property Inspection Report</a>	626-580-2050	No longer required. El Monte removed the Real Property Inspection Report requirement effective June 11, 2025.
LOS ANGELES	Gardena	<a href="#">Property Information Report</a>	310-217-9530	Exterior inspection required. Property Information Report required for residential and commercial properties (condos exempt). Report must be delivered to Buyer at least 15 days prior to close. Buyer must acknowledge the Report or sign a Waiver.
LOS ANGELES	Hawaiian Gardens	<a href="#">Pre Sale Inspection</a>	562-420-2641	Inspection required. Residential and commercial properties. New construction exempt. Pre-Sale Inspection Report must be delivered to Buyer at least 21 days prior to close. Buyer acknowledgment required.
LOS ANGELES	Hermosa Beach	<a href="#">Report for Residential Building Records</a>	310-318-0235	OPTIONAL effective January 1, 2026. If obtained, report is residential only, exterior inspection only, valid for 6 months.
LOS ANGELES	Huntington Park	<a href="#">Residential Pre-Sale Inspection Program</a>	323-584-6271	Residential pre-sale inspection required for single-family and 1-4 unit properties and vacant land. Commercial and properties over 4 units are exempt. Report valid for 6 months.
LOS ANGELES	Inglewood	<a href="#">Pre-Sale Report</a>	310-412-5294	Inspection required. Applies to all properties, including residential, commercial, and vacant land. Buyer must acknowledge the Pre-Sale Report. Report valid for 6 months. Application submitted online via City portal.
LOS ANGELES	Lomita	<a href="#">Residential Property Report Application</a>	310 325-7110	Residential Property Report required. Residential properties only (condos/townhomes exempt). No mandatory interior inspection; optional on-site inspection available for an additional City fee. Report valid for 6 months. Water conservation compliance required prior to report release.
LOS ANGELES	Long Beach	<a href="#">Garage Inspection Report</a>	562-570-2633	Required for residential properties within the Parking Impacted Area to verify legally required off-street parking. Inspection applies to properties with existing or required garages. Buyer must acknowledge the report.
LOS ANGELES	City	<a href="#">Residential Property Report – 9A</a>	213-485-2216	No inspection required. Residential and vacant residential-zoned land only. Commercial and first sale of new residential exempt. Application required with original Seller signature (Buyer signature required if Buyer is assuming work). Report valid for 6 months.
LOS ANGELES	City-DWP	<a href="#">Certificate of Compliance</a>	213-284-6130 (General) 213-367-9263 (Certificate Processing)	Licensed plumber to certify low-flow toilets and showerheads and sign Certificate. Seller and Buyer to also sign.
LOS ANGELES	Lynwood	<a href="#">Pre-Sale Real Property Report</a>	310-603-0220 Ext. 289	Inspection required (exterior only). Pre-Sale Real Property Report required. Listing real estate agent must hold an active City of Lynwood business license to apply. Report valid for 4 months.
LOS ANGELES	Manhattan Beach	<a href="#">Residential Building Report Water Conservation Retrofit</a>	310-802-5505	No inspection required. Residential Building Report required for residential properties only. Application available on City website under “Residential Building Report.” Report valid for 6 months. Water Conservation Retrofit compliance also required at resale.
LOS ANGELES	Maywood	<a href="#">Pre-Sale Home Inspection</a>	323-562-5723	Pre-sale inspection required. Report cannot be waived. Buyer and Seller must sign and acknowledge the inspection report. Application valid for 6 months.
LOS ANGELES	Palos Verdes Estates	<a href="#">Real Property Records Report</a>	310-378-0383	No inspection required. Real Property Records Report required. Processing time approximately 5 business days. Report valid for 6 months. Homeowner may apply; third-party applicants must hold a City of Palos Verdes Estates business license.

LOS ANGELES	Pasadena	<a href="#">Presale Self-Certification Program</a>	626-744-4633	Presale Self-Certification Program required. Applies to single-family, duplex, and condo properties. Self-certification permitted when eligible; otherwise City inspection required. Program cannot be waived. Seller may transfer correction responsibility to Buyer with mutual acknowledgment. Buyer must correct violations within 12 months. Certificate valid for 1 year.
LOS ANGELES	Redondo Beach	<a href="#">Report of Residential Building</a>	310-318-0636	Residential only. No inspection unless City records show violations or discrepancies. Buyer acknowledgment required. Report valid for 6 months.
LOS ANGELES	Rolling Hills Estates	<a href="#">Pre-Sale Inspection Report</a>	310-377-1577	Residential only. Buyer can choose record search only or on-site inspection. Buyer to complete application. Takes 7 business days. Required to close escrow.
LOS ANGELES	San Marino	<a href="#">Residential Compliance Certificate</a>	626-300-0700	Residential only. Residential Compliance Certificate required; cannot be waived. Inspection required by City-approved inspector (inspection fee separate). Application filed in person. City review approx. 10 business days. Violations must be corrected within 6 months. Certificate valid for 2 years or until sold. Buyer does not acknowledge the report, but does sign required notification form.
LOS ANGELES	Santa Monica	<a href="#">Report of Residential Building Records</a>	310-458-8355	Residential only. Report of Residential Building Records required. No inspection required (records-based). Online application. Report cannot be waived. Buyer acknowledgment required. Valid for 6 months.
LOS ANGELES	Signal Hill	<a href="#">Residence Inspection Program</a>	562-989-7348	Residential (4 units & up) only. Residence Inspection Program required. Inspection required (not records-only). Buyer acknowledgment required. Report valid for 6 months. Application submitted to City; inspections scheduled during limited weekday morning hours.
LOS ANGELES	South Gate	<a href="#">Pre-Sale Inspection</a>	323-563-9500	Pre-sale inspection required. Applies to residential properties and residential units in mixed-use buildings. Buyer acknowledgment required. Code violations must be corrected by Seller or Buyer within 1 year. Report valid for 1 year.
LOS ANGELES	Torrance	<a href="#">Smoke Detector Certificate of Compliance</a>	Building & Safety Division 3031 Torrance Boulevard, Torrance, CA 90504 310-618-5898	Smoke Detector Certificate of Compliance required; contractor/owner-certified form submitted to Building & Safety; no inspection required.
ORANGE COUNTY	Laguna Beach	<a href="#">Real Property Report</a>	949-497-3311	Real Property Report required; no inspection; application submitted online via City Permit Portal; real estate professionals must hold a City business license.
ORANGE COUNTY	Newport Beach	<a href="#">Report of Residential Building Records</a>	949-644-3288	Residential Building Report no longer required; made voluntary by Ordinance 2023-22 effective November 28, 2023.
RIVERSIDE	Cathedral City	<a href="#">Smoke Detector Inspection</a>	(760) 770-8200,	City smoke detector inspection required; Fire Dept issues gold & pink approval forms—retained by escrow or provided to requester if no escrow.
SAN DIEGO	San Diego	<a href="#">Water Conservation Certificate Transfer of Responsibility for Retrofit</a>	(619) 515-3500 ("Water Conservation")	Water Conservation Certificate no longer required as of 2/27/2022; City maintains optional verification system for existing certificates.
VENTURA	Oxnard	<a href="#">Report of Building Records</a>	805-385-7840	Report of Residential Building Records is required only if open permits exist; NO city inspection required; if no open permits, City issues a no-inspection confirmation; report valid 6 months; approx. 10-day processing time.
VENTURA	Thousand Oaks	<a href="#">Report of Residential Building Records</a>	805-449-2500	Required only if open permits-\$245. No inspection-\$65. 6-month expiration. Takes 10 days.
VENTURA	Ventura	<a href="#">Report of Building Records</a>	805-385-7780	Report of Building Records is not required (effective 3/1/2026); report may be requested optionally; no city inspection required; when obtained, report involves permit-record review only and buyer acknowledgment.